EMIR
Electro-Mechanical Information Resource

Purchasing

The EMIR Purchasing module is the ideal way to track and perform all your purchasing activity, whether buying for stock or directly for an ongoing Job. It will ensure you know the status of your purchased items and track what is open, overdue, delivered or has been returned to the Supplier via its goods rejection system.

Purchasing

The Purchasing module has many useful features to help deliver real benefits to your business:

Purchase Orders can be raised for stock items in conjunction with the **Stock module** (which allows entry of known part numbers with known prices), miscellaneous items (free hand text entries), and can be purchased on 'General' orders or on "Direct" orders against Jobs. You can also combine the two in our Professional version to order for stock and various jobs on the same order.

The Purchase Order is created listing the items to be purchased, detailing part numbers and descriptions, quantity and pricing information. There is also the facility to set a delivery date for each item, so that the supplier's performance can be monitored against required delivery dates. Purchase Orders can be raised in the appropriate currency of the Supplier. The printed Purchase Order is designed to fit A4 blank or headed paper as standard.

When ordering stock items, all the details of the parts required are automatically entered on the purchase order. When the order is received, the stock level is automatically increased.

When ordering items directly for a job (whether stock or miscellaneous items), all the items ordered will immediately be recorded to the job (via an automatic entry in and out of stock), so no additional work is required for recording spares usage, ensuring that the job costing process has all the required data it needs. EMIR also has facility for recording extensive notes against each item ordered [text blocks], and allows carriage to be recorded separately [without the need to record it as an item on the order].

The Purchasing module has its own 'Goods In' functionality to receive the items ordered, and each delivery of goods received is uniquely logged with its own electronic Goods Received Note [GRN]. Goods can also be rejected through EMIR, and EMIR will produce a Rejection Note that is ideal to accompany the goods back to the supplier.

Purchase order numbers can also be 'reserved' for use at a later time. The order can subsequently be amended to enter the actual items required, which is ideal for site engineers placing orders on the move.

EMIR allows you to set various limits on PO creation so that PO's above that value will require approval before they can be printed or emailed. Such approval is flagged internally by EMIR to the appropriate users and subsequently the PO raiser is informed when the PO has been approved – all via EMIR's internal email system!

> We have seen EMIR as an important part of the growth we have seen as a company and it continues to provide all the information and time-saving features that we need to help grow the business further without the need for more administration staff.

Mr Chris Carrick, Managing Director,
ADC Electrical, Tyne and Wear

- Viewing details of all parts purchased from a specific supplier, or all suppliers so you can trace where you buy things from and for how much.

- Viewing outstanding/overdue purchase orders with the option to export to Excel™ to email directly to the supplier to chase up your orders in a flash.

- List Goods Received within a date range, along with values by supplier.

- Distinguish between normal and "urgent" Purchase Orders with an enquiry to allow focus on urgent items.

- Reports on the value of committed spend on Purchase Orders raised by Account Code or by Supplier. The Account Codes can be set by the user, e.g. Engineering, Administration, etc. to help control budgetary spend.

- EMIR also allows you to set up an order 'approval' process, so that only once a specified 'approver' has authorised the order, the PO can be printed or emailed from EMIR. You can also set user limits specifying what value they can order without approval being necessary, and set minimum order values by supplier.

- Track the purchase of hire items with from and to dates and EMIR will remind you when items need to be returned.

- You can add unlimited notes that will print after the item on the PO, ensuring that the description of what is being purchased can be as detailed as you need it to be.

- Direct delivery to a customer's site is easily arranged by simply ticking a box to change the delivery address from your own premises to the site for the job [job related orders only].

- You can set unique delivery due dates against each item, to ensure that EMIR can inform you of all items that are overdue or haven't been received yet, allowing you to stay on top of your orders.

- Returning faulty or unwanted goods is simple with the Rejection process that will automatically produce all the paperwork you need to return the goods, reduce stock accordingly, and keep track of any vendor performance issues.

- Part number 'fuzzy match' is used to find more details about a part, such as suppliers of the item, full part number or description. By entering a keyword connected to the part, all items containing the keyword are listed for viewing.